



DEPARTMENT OF DEVELOPMENTAL SERVICES EXAMINATION ANNOUNCEMENT



ASSISTANT COORDINATOR OF NURSING SERVICES

OPEN

7LS23

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

SPOT FOR: Lanterman Developmental Center

FINAL FILING DATE: March 19, 2007 by 4:30pm (close of business)

Applications (Form STD-678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted for any reason. Faxed applications or resumes will not be accepted.

Applications may be downloaded from State Personnel Board website at <http://www.spb.ca.gov>. Applications are available and must be filed in person or by mail with:

Lanterman Developmental Center
Exams & Recruitment
3530 Pomona Blvd./P.O. Box 100
Pomona, CA 91769-0100

This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

NO WRITTEN TEST IS REQUIRED

The entire examination will consist of an interview.

QUALIFICATIONS APPRAISAL:

It is anticipated that interviews will be held during April or May 2007.

SALARY RANGE: \$5129 - \$6653

This classification has a Recruitment and Retention differential pay \$50.00 per month.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications must include "to" and "from" dates (month/day/year); time base and class titles. Applications received without this information will be rejected.

Possession of the legal requirements to practice as a professional registered nurse in California as determined by the California Board of Registered Nursing. (Applicants who are in the process of securing approval of their qualifications by the California Board of Registered Nursing will be admitted to the examination, but they must possess all legal requirements as determined by the Board before they will be eligible for appointment.)

and
Either I

A Bachelor's Degree in Nursing or a related health field with two years of supervising experience in a facility providing inpatient services for developmentally/mentally disabled patients.

Or II

Two years of experience as a Supervising Registered Nurse or Unit Supervisor with evidence of successful completion of a specialized course in performing physical assessment of developmentally or mentally disabled persons.

Or III

Two years of experience as a Health Services Specialist with evidence of successful completion of a specialized course in performing physical assessment of developmentally or mentally disabled persons. And

One year of documented shift lead experience in a California state hospital.

Or IV

Three years of experience in a California state hospital in a nursing classification comparable in level to a Registered Nurse, Range B, (two years of which shall have been in

a documented shift lead capacity) with evidence of successful completion of a specialized course in performing physical assessment of developmentally or mentally disabled persons.

NOTE: Applicants must attach a valid copy of their RN license to their application.

Special Personal Characteristics: Demonstrated leadership ability; self-confidence; sympathetic and objective understanding of the problems of developmentally or mentally disabled persons; and tact and emotional stability.

THE POSITION: Under the direct supervision of the Coordinator of Nursing Services, after normal working hours, in a State hospital, the Assistant Coordinator of Nursing Services has hospitalwide responsibility for directing and coordinating emergency nursing services to residents, employees, and visitors of all Department of Mental Health and Department of Developmental Services' hospitals; adjusts staffing when necessary to assure staffing minimums are consistent with Title 22 and JCAH standards; takes charge when internal disasters or any other crisis relating to the delivery of medical nursing services occur; initiates emergency nursing services as needed; coordinates necessary communications with outside public and private sources; plans and assists in the training of nursing staff; acts as coordinator of nursing services in his/her absence; and performs other related duties.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

Qualifications Appraisal - Weighted 100.00%

Scope:

A. Knowledge of:

1. Professional nursing principles, practices, and techniques, particularly those related to physical care.
2. Policies, rules, regulations, and procedures of hospital organization.
3. Concepts and methods of consultation.
4. Principles and practices used in-training nursing services staff.
5. Administration of medication and narcotics.
6. Labor relations, i.e., contracts, grievances, and complaint handling.
7. State hospital mentally and developmentally disabled program policies and procedures.

B. Ability to:

1. Analyze situations accurately and take prompt, effective action.
2. Observe and evaluate the quality of nursing care, make nursing recommendations, and develop a plan of care.
3. Evaluate staffing needs based on hospital procedures and take action to assure staffing minimums.
4. Perform evaluations and audits of services provided.
5. Communicate effectively.

ELIGIBLE LIST INFORMATION:

The resulting eligible list will be used to fill vacancies at **Lanterman Developmental Center** only.

The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Veterans' preference credits will be added to the final score of those competitors who are successful in this examination, and who qualify for, and have requested these points.

BACKGROUND INVESTIGATION: Competitors who are successful in this examination will be required to complete (prior to an appointment in this class) a background investigation document, on which information regarding certain arrests (regardless of conviction) and felony convictions must be divulged. Information collected on this document is distinct from that required on the Standard Application for Examination, Form STD-678, that is filled out prior to the examination. The hiring agency uses the information obtained on the background investigation document to conduct background investigations and/or to determine an individual's suitability for employment.

SEE REVERSE FOR ADDITIONAL INFORMATION

**ASSISTANT COORDINATOR OF NURSING SERVICES
TN69 - 8132**

FINAL FILING DATE: MARCH 19, 2007

GENERAL INFORMATION

It is the candidate's responsibility to contact Lanterman Developmental Center's Exams & Recruitment Office three days prior to the oral interview date if he/she has not received his/her notice.

For an examination without a written feature it is the CANDIDATE'S RESPONSIBILITY to contact Lanterman Developmental Center's Exams & Recruitment Office three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board Offices, local offices of the Employment Development Department and the Department noted on the front. Applications may also be downloaded from State Personnel Board website at <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirement does not assume a place on the eligible list. Your performance in the examination described on the reverse side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

LANTERMAN DEVELOPMENTAL CENTER reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

EXAMINATION LOCATIONS: Location of oral interviews will be held at Lanterman Developmental Center.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

INTERVIEW SCOPE: If an interview is conducted, in addition to the scope described on the reverse of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

VETERANS= PREFERENCE CREDITS are awarded in open and open nonpromotional entrance examinations requiring *less than two years of experience and equivalent to graduation from a four-year college*. In OPEN examinations, eligible veterans, widows/widowers of veterans, and spouses of 100% disabled veterans received 10 points. Eligible disabled veterans receive 15 points. In OPEN NONPROMOTIONAL examinations, eligible veterans receive five points. Eligible disabled veterans receive 10 points. Individuals who receive veterans' points are not eligible for career credits. No veterans= preference credits will be allowed once a veteran achieves permanent civil service status. Directions for applying for veterans= preference points are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have the education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

LDC 02/07

DEPARTMENT OF DEVELOPMENTAL SERVICES - 1600 9th Street, P.O. Box 944202, Sacramento, CA 94244-2020
Telephone: Public: (916) 654-1625 TDD: Voice of Hearing Impaired (916) 654-2054

Agnews Developmental Center 3500 Zanker Road San Jose, CA 95134-2299 Public: (408) 451-6000 TDD: (408) 432-0942	Canyon Springs Department of Developmental Services 69696 Ramon Rd. Cathedral City, CA 92234 Public: 760-770-6270	Fairview Developmental Center 2501 Harbor Blvd. Costa Mesa, CA 92626 Public: (714) 957-5121 TDD: (714) 957-5512	Lanterman Developmental Center 3530 West Pomona Blvd. Pomona, CA 91769 Public: (909) 595-1221 TDD: (909) 595-3971	Porterville Developmental Center 26501 Avenue 140 Porterville, CA 93257 Public: (559) 782-2222 (559) 782-2322	Sierra Vista 1251 Stabler Lane Yuba City, CA 95993 Public: (530) 822-7000	Sonoma Developmental Center P.O. Box 1493 Eldridge, CA 95431 Public: (707) 938-6339 TDD: (800) 735-2929
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TDD is a Telecommunications Device for the Deaf and is reachable from phones equipped with a TDD Device.